

## SANTA CLARA COUNTY OFFICE OF EDUCATION

POSITION TITLE: Substitute/Relief Accounting Assistant II

HOURLY RATE: \$21.35/hour

DUTIES AND RESPONSIBILITIES: To perform a variety of specialized accounting work including accounts payable and receivable fiscal assignments including, posting, processing, and monitoring activities relating to cash receipts, accounts receivable transactions, vendor invoices, accounts payable disbursements, employee reimbursements, and internal auditing; to prepare, maintain, review, reconcile, and distribute related reports; to advise, train, and/or provide responsible assistance to accounting and office staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Substitute/Relief Accounting Assistant II requires accuracy and perform varied types accounting work including, but not limited to, accounts payable, accounts receivable, and specialized school finance grant reporting requirements in County Office programs. Substitute/Relief Workers receive general to limited supervision within the framework of defined rules and procedures, and are responsible for the accurate and timely work production under stringent timelines.

ESSENTIAL/TYPICAL DUTIES *The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.*

Posts cash including applying remittances, addressing exceptions, and processing account adjustments

Processes and monitors accounts receivable transactions including posting invoices, reconciling accounts receivable ledger, resolving uncollected amounts, and/or monitoring aging reports

Processes vendor invoices including verifying and/or obtaining payment approval, matching purchase orders and receiving reports, and addressing exceptions

Processes and monitors account payable disbursements: recalculating invoices, reviewing account codes for accuracy, and verifying supporting documents and data

Matches checks to invoices, distributes checks, attaching warrant audit lists to payment documents

Process employee reimbursements, including the auditing of supporting documentation, reconciling receipt information, reviewing for policy compliance, posting data, and distributing checks

Performs internal audit functions including warrant audits, documenting audit trails, and complying with audit procedures

Advises and trains Office departments and staff including, but not limited to, accessing on-line accounts payable/receivable information, interpreting data, changing account codes, and entering internal/external accounts receivable invoices and purchase orders into on-line programs

Performs analysis of budget encumbrances and available fund information, ensuring availability of funds for payables and reporting problems to appropriate staff

Analyzes, reviews, reconciles, and/or distributes monthly financial and general ledger reports, ensuring proper recording, reconciling of internal and external vendor records, processing corrected journal vouchers, completing year end activities, and/or monitoring 1099 issues

Reviews month-end and interim financial reports, preparing, adjusting journal entries and reconciling balance sheet accounts to subsidiary ledgers

Maintains supporting work papers for general ledger for accrued expenses at year-end; records prepaid expenses and abatements of expenditures

Pays sales and use taxes

Monitors encumbrances and budget balances for proper classification of revenues and expenditures, recommending budgetary revisions as needed

Operates internal accounting information systems, microcomputer hardware and software, including, but not limited to, spreadsheet, word processing, on-line general ledger and routine office programs

Prepares, maintains, and/or revises customized reports and/or spreadsheets relating to vendor payments, general ledger transactions, purchase order status tracking, and accounts for utility, water, facilities, and leases

Performs year-end closing procedures, analyzing revenue and expenditures

Prepares, ensures proper endorsement, and distributes checks; reconciles balance sheet accounts as assigned

Provides direction, work coordination, and training to other Accounting Technicians, assisting with more difficult and complex problems as needed

Performs general office/clerical support duties such as responding to telephone inquiries, filing, and preparing information summaries

Assists with purchase card expenditure processing, preparing, maintaining, and/or monitoring journal entries, transactions, and expenditures for departments and programs

Performs other related duties as assigned.

## EMPLOYMENT STANDARDS

Possession of:

A valid California Driver's License

A driving record which meets the County Office of Education's Insurance requirements



Knowledge of:

General principles and procedures accounting, auditing, budgeting, bookkeeping, and fiscal record keeping as related to accounts payable and receivable functions and assignments

Principles of internal fiscal controls and policies

Appropriate laws, codes, standards, and fiscal reporting requirements applicable related to accounts payable and receivable functions and assignments

Microcomputer operations, software, and hardware used in the performance of accounting, budget analysis, and fiscal reporting responsibilities

Modern Office methods, practices, procedures, and equipment

Proper English usage including, grammar, punctuation, spelling, and sentence structure

Ability to:

Perform a variety of specialized, complex accounts payable and receivable fiscal assignments

Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow

Analyze, interpret, and apply pertinent codes, laws, rules and regulations

Understand and apply internal fiscal controls in the performance of work assignments

Identify problem areas or situations, evaluate problem causes, and take appropriate action to resolve identified problems

Prepare, create, analyze, and/or maintain routine and custom financial summaries and reports

Make arithmetical calculations quickly and accurately and identify and correct errors in arithmetical calculations made by others

Process, monitor, audit, reconcile, post, and balance a variety of accounts payable and receivable data and transactions

Operate standard office equipment, including but not limited to microcomputers, calculators, typewriters, printers, copiers, and fax machines

Skillfully use automated accounting systems as well as spreadsheet and word processing software

Communicate effectively orally and in written form

Effectively represent the COE in working with internal/external customers

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING: Generally, the required knowledge and abilities will have been acquired through at least three years of experience performing responsible fiscal and statistical record-keeping, preferably including at least one year of accounts payable/receivable functions.


WORKING CONDITIONS:

ENVIRONMENT: Indoor office environment.

PHYSICAL REQUIREMENTS: Hearing and speaking to exchange information; seeing to read and prepare documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies.

BARGAINING UNIT: Substitute Workers Unit

Approved:

  
Philip Gordillo, Executive Director, Human Resources

06/12/13  
Date